

## **ADD / DELETE FORM**

### **INSTRUCTIONS**

**Code 29-1-149**

Real Property has two (2) categories – Buildings and Land below in order to comply with this Code / Report:

**Please return your Add/Delete Form to [jesse.oquinn@dfa.ms.gov](mailto:jesse.oquinn@dfa.ms.gov)** (they will be forwarded to Kent Adams, Real Property Management Director, and submitted with Inventory of Building to LBO)

### **BUILDINGS**

1. Institution / Agency Name  
Please indicate your Agency / Institution Name
2. Building Name / Designation  
Please indicate the name and building number (if applicable)
3. Transaction Date  
Please indicate the date that the transaction (purchase, sale, donation, etc.) took place. You may indicate this by the month and year of the transaction
4. Cost  
Please indicate the total cost of the building, as identified on the Inventory of Building spreadsheet.
5. Replacement Value  
Please indicate the replacement value of the building, as identified on the Inventory of Building spreadsheet.
6. Gross Square Footage  
Please indicate the gross square footage of the building, as identified on the Inventory of Building spreadsheet.
7. Inventory Page Number  
Please indicate the Page Number where the building is listed on the Inventory spreadsheet. This may be found in the lower right-hand corner of the page.
8. Added or Deleted  
Please indicate whether the building was Added or Deleted to/from Inventory.

9. Method of Addition / Deletion

Please indicate the method for which the building was Added or Deleted. If “Added,” please indicate whether the building was constructed, purchased, donated, acquired through Eminent Domain, or any other method of acquisition. If “Deleted,” please indicate whether the building was demolished, sold, transferred, or conveyed in any other manner.

**LAND**

1. Institution / Agency Name

Please indicate your Agency / Institution Name.

2. Land Designation

Please indicate the description of the property. This may consist of the Legal Description in any acceptable form or fashion (metes and bounds, lot and block, etc.)

3. Transaction Date

Please indicate the date that the transaction (purchase, sale, donation, etc.) took place. You may indicate this by the month and year of the transaction.

4. Cost

Please indicate the cost of the transaction (whether added or deleted). This may include the purchase price, sale price, and/or any other costs associated with such purchase/sale.

5. Total Acreage

Please indicate the total acreage of the land.

6. Added or Deleted

Please indicate whether this land was “Added” or “Deleted.”

7. Method of Addition / Deletion

Please indicate the method for which the building was Added or Deleted. If “Added,” please indicate whether the building was constructed, purchased, donated, acquired through Eminent Domain, or any other method of acquisition. If “Deleted,” please indicate whether the building was demolished, sold, transferred, or conveyed in any other manner.